
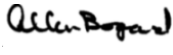




CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	10-26-10	AGENDA REQUEST NO:	II-D
INITIATED BY:	GLENDA GUNDERMANN CITY SECRETARY	RESPONSIBLE DEPARTMENT:	CITY SECRETARY
PRESENTED BY:	ALLEN BOGARD CITY MANAGER	DEPARTMENT HEAD:	GLENDA GUNDERMANN CITY SECRETARY 
		ADDITIONAL DEPARTMENT HEAD (S):	N/A
SUBJECT / PROCEEDING:	PUBLIC NOTICES POLICY WORKSHOP DISCUSSION ON DRAFT POLICY		
EXHIBITS:	PUBLIC NOTICES DRAFT POLICY		
CLEARANCES		APPROVAL	
LEGAL:	N/A	EXECUTIVE DIRECTOR:	N/A
PURCHASING:	N/A	ASST. CITY MANAGER:	N/A
BUDGET:	N/A	CITY MANAGER:	ALLEN BOGARD 
BUDGET			
EXPENDITURE REQUIRED: \$		N/A	
AMOUNT BUDGETED/REALLOCATION: \$		N/A	
ADDITIONAL APPROPRIATION: \$		N/A	
RECOMMENDED ACTION			
Review, discuss and provide direction on draft policy establishing a city council policy to make public notices viewable by the general public and a larger audience; to provide a clear and consistent approach to the selection of newspaper services; provide guidelines for publication requirements in the newspaper and online; and to increase public awareness of where to find public notices.			

EXECUTIVE SUMMARY

The City of Sugar Land is committed to operating an open, accessible and transparent government. With the Internet and digital technology, the City is committed to making information more accessible through the city website to increase transparency and the commitment to open government. The policy ensures that public notices are viewable by a larger audience, available to the general public and provides the widest publicity practicable.

The purpose of public notices is to inform citizens of government activities or actions that may be of special significance; public notices required by law or order include, notices of elections, annexations, bond and certificates of obligations issuance, public hearings, subdivision and property development, variances, zonings, adoption of ordinances, reinvestment zones, advertisements for bids, plus many other types of legally required public notices.

POLICY NUMBER 3000-28

Date Adopted: DRAFT

Date Effective: DRAFT

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS,
ADOPTING A CITY COUNCIL POLICY RELEVANT TO PUBLIC NOTICES**

WHEREAS, the City Council wishes to adopt a policy pertaining to public notices; NOW,
THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SUGAR LAND, TEXAS:**

Section 1. That the City Council adopts the following policy:

**CITY COUNCIL POLICY
PUBLIC NOTICES**

PURPOSE

The City of Sugar Land is committed to operating an open, accessible and transparent government. With the Internet and digital technology, the City is committed to making information more accessible through the city website to increase transparency and the commitment to open government.

This policy is to ensure that public notices are viewable by a larger audience and available to the general public; to provide a clear and consistent approach to the selection of newspaper services; provide guidelines for publication requirements in the newspaper and online; and to increase public awareness of where to find public notices.

DEFINITIONS

Statutory Requirements:

Texas Government Code, 2051.044. Type of Newspaper Required

- (a) The newspaper in which a notice is published shall:
 - (1) devote not less than 25 percent of its total column lineage to general interest items;
 - (2) be published at least once each week;
 - (3) be entered as second-class (now referred to as “periodicals class”) in the county where published and
 - (4) have been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice.

Statutory Requirements (Continued):

- (b) A weekly newspaper has been published regularly and continuously under Subsection (a) if the newspaper omits not more than two issues in the 12-month period; and

Texas Government Code, 2051.045. Legal Rate Charged

The legal rate for publication of a notice shall be the lowest published rate for classified advertising of that newspaper.

Newspaper:

A newspaper of general circulation in the City of Sugar Land

- Have more than a *de minimis* number of subscribers within a particular geographic region;
- Have a diverse subscribership;
- Contain some news, editorials, and advertisements of a general character and interest to the community.

Public Notices:

Legally required public notices required by law or order as a means to inform citizens of government activities or actions that may be of special significance; (i.e. notices include notices of bond issuance, elections, public hearings, subdivision and property development, variances, zonings, adoption of ordinances, advertisements for bids, plus many other types of public required legal notices). The primary purpose of public notices is to give the widest publicity practicable.

POLICY

Public notices covered under state and other laws shall be published in a newspaper that has a circulation distribution to single-family residential households within the corporate limits of the City of Sugar Land that meets all statutory requirements set forth in Texas Government Code, 2051.044 and 2051.045.

Public notices covered under state and other laws shall be published online on the city web site under City Government, Legal Notices.

Public notices covered under state and other laws shall be posted on the two bulletin boards located at City Hall, and on the city municipal channel bulletin board.

Public notices covered under Local Government Code Chapter 211, shall be provided to property owners as prescribed.

ACCOUNTABILITY

The City Secretary is responsible for enforcement and maintaining the policy.

PASSED AND APPROVED on _____, 2010.

James A. Thompson, Mayor

ATTEST:

Glenda Gundermann, City Secretary

APPROVED:

Joe Morris, City Attorney